D 101.6/7:562-121-6504-A

DEVELOP AND CONDUCT A TOURNAMENT PROGRAM PART II

COMPLETED 24

TEC Lesson 562-121-6504-A

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ORIGINAL

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STUDENT/SUPERVISOR INSTRUCTIONS, PRE-TEST/POST-TEST, AND ANSWER KEY ARE CONTAINED IN THIS BOOK.

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READ THE STUDENT/SUPERVISOR INSTRUCTIONS CAREFULLY. BE SURE YOU UNDERSTAND THEM COMPLETELY BEFORE BEGINNING THE LESSON. PLEASE DO NOT WRITE IN THIS BOOK.

The words "he," "his," and "men," when used in this publication, represent both the masculine and feminine genders, unless otherwise specifically stated.

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TYPE OF LESSON

- Administration

AUDIENCE

- MOS 03C, Physical Activities Specialist
- Skill level 1/2

TRAINING OBJECTIVES

Soldiers completing this lesson should be able to:

- ensure that measures are taken to prepare the facility, equipment, and awards for tournament play.
- post scores or win/loss results.

MATERIAL/EQUIPMENT/PERSONNEL REQUIRED

- Lesson materials: Lesson book
- Pen or pencil and paper
- DA Pamphlet 28-6
- Single elimination tournament bracket (Sample is available on page 20 for making xerographic copies.)

TIME REQUIRED

- Individual: 2 hours
- Group: 2 hours

REFERENCES

- SPT 12-03C14-SM-TG (Task 121-021-1404)

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STUDENT/SUPERVISOR INSTRUCTIONS

- AR 215-2, The Management and Operation of Army Morale, Welfare and Recreation Activities and Nonappropriated Fund Instrumentalities
- DA Pam 28-9
- TEC Lesson 562-121-6501-A

STUDENT INSTRUCTIONS

- Take the Pretest/Posttest. If you pass you do not have to take the lesson.
- Make sure you have the materials required to complete the lesson.
- Take the lesson. Use a separate sheet of paper and/or other appropriate materials for the exercises. Do not write in this book.
- When you complete the lesson, take the Pretest/Posttest again. If you do not pass, take the lesson again.

SUPERVISOR INSTRUCTIONS

- Administer the Pretest/Posttest to determine the need for the lesson. Responses to test questions must be made on a separate sheet of paper, or on other appropriate material, not in the lesson book. To pass the test, a soldier must score at least 6 points in Situation 1, 4 points in Situation 2.
- Make sure students have the materials required to complete the lesson.
- Administer the lesson to students who do not pass the Pretest/Posttest. Remind them to write their responses to the exercises on a separate sheet of paper, and/or on other appropriate materials and not in this lesson book.
- Administer the Pretest/Posttest to students who complete the lesson. Students who do not pass must take the lesson again.

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TEC LESSON 562-121-6504-A

Develop and Conduct a Tournament Program, Part II

This test consists of two situations that cover all of the training objectives of this lesson. These situations have a total value of 13 points. When you have completed the test, check your answers against the Pretest/Posttest Answer Key on page 21 and 22. If you do not score at least 6 points in Situation 1 and 4 points in Situation 2, you must take the lesson - or take it again if you have already taken it. Write your responses on a separate sheet of paper and/or on copies of the forms provided. DA Pam 28-6 may be used to help you during the test. Do not write in this book.

SITUATION 1: The Master Schedule for sporting events for Fiscal Year (FY) 94 indicates that unit level intramural volleyball will start on 6 December, 1993, and finish with the championship game no later than 28 January, 1994.

Your supervisor informs you that only six teams can participate in the league; that the play days are Monday-Wednesday-Friday from 1730 - 2030 hours allowing 1 hour and 15 minutes per match with a 15 minute break between matches; that the league is to be finished by 22 December; that a double elimination tournament to determine the champion and runner-up is to begin on 10 January and end as soon as possible; that the 1st and 2nd place teams are to be seeded for the tournament; and that only one court at the Ft. Atterbury Post Gymnasium will be available during the time of these events.

All of these taskings will be performed IAW DA Pam 28-6 and this lesson.

Your supervisor then tasks you to:

A. outline on paper the basic information that must be included in the publicity announcement for the tournament using the "5Ws and H."

B. arrange the order for awards.

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C. state on which night the presentation will be made.

D. state at what time the presentation will be made.

SITUATION 2

A. You have been monitoring the Ft. Atterbury softball league. The scores for the games played are as follows:

	1st week	2nd week	3rd week	4th week	5th week	
TEAM	1 vs 6	5 vs 1	1 vs 4	3 vs 1	1 vs 2	
Score	0 - 4	3 - 2	4 - 2	4 - 2	4 - 3	Mondays
TEAM	2 vs 5	6 vs 4	5 vs 3	4 vs 2	3 vs 6	
score	2 - 4	5 - 3	4 - 5	4 - 3	7 - 2	Wednesdays
TEAM	3 vs 4	2 vs 3	6 vs 2	5 vs 6	4 vs 5	
score	7 - 3	2 - 9	5 - 4	1 - 2	7 - 8	Fridays

Your supervisor tells you to use a single elimination tournament bracket and seed the first and second place teams. Use a xerographic copy of the tournament bracket on page 20, or draw the bracket on a separate sheet of paper.

B. Assume that, after the third week of play, team #3 dropped out due to an alert and will not participate in the single elimination tournament, and that the league continued without rearranging the above schedule.

Identify the first and second place teams to be seeded in the single elimination tournament.

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INTRODUCTION

Once you have decided what type of tournament is going to be played (refer to Task 121-021-1402, Develop a Tournament Program), you need to be prepared to conduct the tournament. You need to make sure that everything is ready for the actual playing of contests: assume that the playing areas are ready (refer to Task 121-021-1406, Prepare/Maintain Playing Areas); that there is enough equipment to allow the contests to be played (refer to Task 121-021-1421, Inventory Sports/Recreation Equipment); and that the officials are scheduled to work the contests if the contests call for officials.

In this lesson you will be provided with information on publicizing the event, placing seeds and byes (if needed), determining the winner, presenting the awards, and using checklists. Extracts that are enclosed in quotation marks (" ") are taken from DA Pam 28-6. This will allow you to become familiar with the publication, to see where these extracts are located, and to know where to find more specific information. This lesson will be followed by a Practice Exercise and Self-Evaluation Exercise, both of which are intended to prepare you for taking, or retaking, the Pretest/Posttest

CONDUCTING A TOURNAMENT

PUBLICITY

You need to look at ways of getting people to participate, that is, how to publicize tournaments (Refer to task 121-021-1407, Publicize Programs). Your goal is to reach as many people as possible, and as far enough in advance as possible so that they can make plans to participate.

Before you give out any information about a tournament make sure you go through your supervisor and the Sports Office for guidance and for approval of your announcements. They need to know what you are advertising in case they get calls about the event.

Listed below are some ways you can publicize a tournament. You may use the:

- o local Public Affairs Office (PAO).
- o unit Athletic and Recreation (A&R) representative.
- o daily bulletin.
- o post newspaper.
- o local civilian newspapers, if the event is open to that community.
- o local radio and television networks, and the Armed Forces Radio and Television Services (AFRTS), if you are overseas.

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TEC LESSON

Your announcement should contain at least five of these six pieces of information:

WHO - can participate in the event;
WHAT - the event is, such as, basketball or softball;
WHERE - the contest is to take place, such as the softball field or in the gymnasium;
WHEN - the event is to take place, to include starting times;
WHY - the event is taking place (this can be a specific reason, a catchy phrase to stimulate interest, or you may find that it is not necessary to say why); and
HOW - a person can enter to play, to include where and the last day to sign up.

This can be remembered as the "5Ws and H."

The more information you give, the easier it will be for people to plan on participating or watching. This information should be concise but stated in such a way that it will encourage people to take part in, or attend, the tournament.

The following is an example of an announcement using the 5Ws and H.

To start the basketballl season, a foul shooting contest for active duty military will be held at the gymnasium on Thursday, 17 October, from 1630 to 1830 hours. Sign up is at the time of the contest.

This provides the basic information a person needs to know.

You should send out notices on upcoming events three to four months in advance, and you should follow them up with other announcements providing more detail as you get closer to the events. However, there will be times when you are given short notice. Then your best publicity would be to post flyers at areas where many people would see them, e.g., the commissary, the PX, the company areas, and at the gymnasium.

Publicity is also a part of developing a tournament. Your final schedule will be determined on how many entries you have. Remember, you develop your tournament based on guidelines from your supervisor. This is to give you a head start in organizing the tournament. Do not be surprised or discouraged if you plan everything according to instructions, and provide the best publicity possible, and find that the event has to be cancelled due to little or no participation.

Newspaper articles should be provided during the course of the event highlighting game results, individual achievement, current standings, and when, where, and at what time the next games will be played, etc. At the conclusion of the tournament, you should announce the winner of the event, the scores of the last contest, and the final standings.

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If there is a PAO on your installation, check to see if a sports journalist is available. Such a person can be very helpful in writing articles, photographing and handling other publicity as long as he is provided with enough information and enough lead time.

SEEDS AND BYES

What if you are told that the four best players were to be placed in the tournmanent so that they would not play each other until the latter stages. What would you do?

You would refer to DA Pam 28-6 and find how to SEED these players.

> "Seeding is the process of placing the best competitors on the bracket in such places that they will progress as far as possible in competition before meeting the next best players. For example, the top No. 1 and No. 2 players should be placed or seeded in opposite halves of the bracket, therefore, they cannot meet before the finals. (It would be easier to remember to place the #1 seed in the top pairings in the upper half and the #2 seed in the last pairings in the lower half of the bracket.) If there is a third player of high quality he must be placed or seeded in one of the quarter brackets opposite one of the other two seeded players. Placing seeded players on the bracket is accomplished by the same method used in placing byes. Normally if byes are required , seeded players will be given the byes. Also the top seeded player should be scheduled to play the lowest rated player first, with other seeded and rated players scheduled accordingly."

Seeding is generally found in racquet sports: tennis, racquetball, and handball; although it can also be used after league play for most sports when an elimination tournament is to be played.

Another tool used in tournaments is the BYE.

> "'Bye' is the term used to indicate that a contestant or team does not have to play in the first round."

Here are extracts from DA Pam 28-6 regarding the use of "byes" in elimination tournaments.

(First you need to know the size of the bracket for the elimination tournament.)

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"Brackets must provide space for entries equal to a multiple or power of 2, as 2, 4, 8, 16, or 32. If the number of contestants is not equal to a power of 2, then the bracket with the closest power of 2 above the number of contestants is required. For example for 9 contestants a 16 team bracket is required..."

"The number of byes is determined by subtracting the total number of entrants from the next highest power of two."

For example with 9 entrants, subtract 9 from the next highest power of 2 which is 16. This will leave 7 byes.

"Byes must be equally distributed among the subhalf, quarter,or eighth brackets of the main bracket. For example, when using a 16 team bracket and two byes are required, one should be placed in the lower half and one in the upper half of the bracket. (It would be easier to remember to place the bye in the top pairings in the upper half and in the last pairings in the lower half of the bracket.) If three byes are necessary they should be distributed one to each of three of the four quarters of the bracket. If 5 to 7 byes are required they must be distributed as near equal as possible, first among the halves of the main bracket, secondly among the quarters of the bracket and thirdly among the eighths of the bracket. Distributing the byes properly throughout the bracket will also result in an equal distribution of contests to be played in the first round (see figure 1, page 9). The guiding principle is to ensure that a contestant who plays in the first round will progress as far as possible on the bracket before meeting others who played in the first round."

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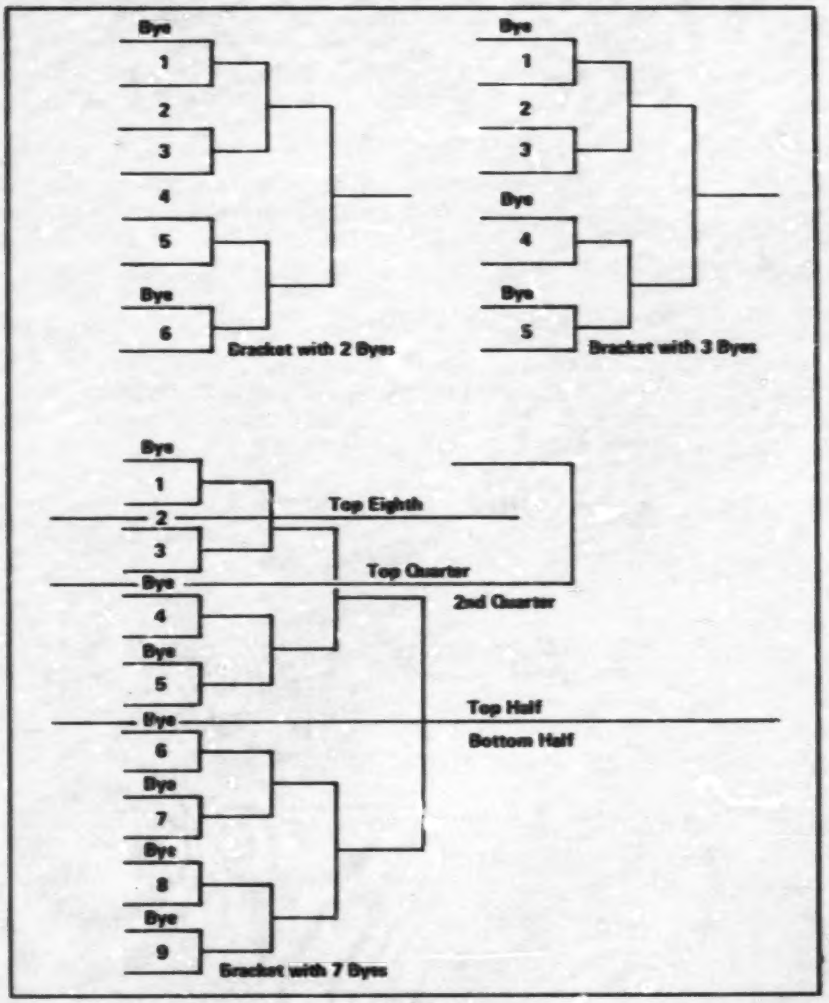

Figure 1

Here is another extract from DA Pam 28-6 referring to the "bye" in round robin tournaments.

"To draw up a round robin tournament schedule, place as many numbers as there are entries in two vertical columns. Beginning with number 1, go down the first column and up the second. Each number represents a team which will play the opponent it is paired with. To schedule subsequent rounds, keep number 1 constant and rotate the other numbers counter-clockwise around it. Here is an example:"

1 vs 8	1 vs 7	1 vs 6	1 vs 5	1 vs 4	1 vs 3	1 vs 2
2 vs 7	8 vs 6	7 vs 5	6 vs 4	5 vs 3	4 vs 2	3 vs 8
3 vs 6	2 vs 5	8 vs 4	7 vs 3	6 vs 2	5 vs 8	4 vs 7
4 vs 5	3 vs 4	2 vs 3	8 vs 2	7 vs 8	6 vs 7	5 vs 6

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TEC LESSON

"When an uneven number of teams are entered the same procedure should be used but a bye should be placed in the upper left hand corner and others rotated around it. Here is an example:"

Bye-7	Bye-6	Bye-5	Bye-4	Bye-3	Bye-2	Bye-1
1-6	7-5	6-4	5-3	4-2	3-1	2-7
2-5	1-4	7-3	6-2	5-1	4-7	3-6
3-4	2-3	1-2	7-1	6-7	5-6	4-5

DETERMINING THE WINNER

You will need to know how to determine the winner of an event. Sometimes it is clear cut, and at others you will have to do some calculating. In challenge tournaments, the winner is the one on top at the end of the last day. In elimination tournaments the winner is the one who reaches the last bracket undefeated, or with only one loss in a double elimination.

In round robin tournaments, however, teams can play each other as many as three times. How would you determine the winnner in such a case?

DA Pam 28-6 states:

"The final positions of the competitors are determined by the number of games each has won, or by percentage of games played each has won. The percentages are obtained by dividing the number of games won by the number of games played. For example: if eight games were played and seven won, the percentage of wins would be .875...."

You would keep track of win/loss records for each team, compile the standings, and, if necessary, determine winning percentages. If you look at the sports section of a newspaper, you will find these sorts of records in the league standing column.

Team win/loss records are usually the easiest to maintain. You do this by making a win and a loss column next to each team, and then annotating these columns with a stick mark each time you receive game results.

The standings can be compiled after each week, each round, or however agreed upon, by listing, in order, the team with the most wins to the team with the least wins.

Calculating the percentage of wins is used when the standings do not show a clear winner. For example, if at the end of softball season, you have three teams with six wins and each has a different loss record, what would you do? (The difference in games played could be due to postponed games that could not be rescheduled.) You would figure their winning averages and use the best percentage score to determine the winner.

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As an example, suppose three teams with six wins had the following, final records:

TEAM	WINS	LOSSES
A	6	1
B	6	3
C	6	2

To calculate the winner you would divide the number of wins by the total number of games played and run the results to the third decimal point.

		PERCENTAGE	FINAL STANDINGS
TEAM A	6 divided by 7	.857	1st Place
B	6 divided by 9	.667	3rd Place
C	6 divided by 8	.750	2nd Place

AWARDS

The tournament should provide an incentive for participation. Having fun should be a reward by itself, but it is nice to receive some type of an award for your efforts (refer to Task 121-021-1434, Conduct Awards Ceremony).

DA Pam 28-6 provides guidance in presenting awards. Here are the most important guidelines.

"Appropriate team awards should be made available and normally presented at the playing site immediately after conclusion of the championships...

Individual awards should be in keeping with the sport and level of competition and should be presented as follows:

To each member of the championship team. The maximum number of awards including those for substitute players, managers, coaches, and trainers, should not exceed the authorized squad limitation contained in the Standard Operation Procedure.

In individual type sports it is customary to award the first three place winners except single elimination competition where only first and second places are awarded...." (This can also apply to double elimination tournaments.)

"Presentations should be made at the playing site immediately following the last event....."

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The presentation of the awards is determined by local policy. This can be based on the level of competition or on what organization is hosting the competition.

The awards are usually presented in an order where the first place winner is presented last. If there are three awards to be given, the order would be third place, second place, and first place.

The awards should be presented immediately after the championship game, or as close to that as possible.

CHECKLISTS

(Note: This section is for your information and will not be tested.)

It was stated in the introduction to this lesson that checklists can be valuable tools in conducting a tournament. They can remind you of important details that need to be attended to and state the order in which you need to address them. DA Pam 28-6 gives you a list of things to do before, during and after an event.

Some of the important items you will need to know are the:

- availability of facilities.
- amount of equipment on hand.
- number of referees to be trained/scheduled if the event requires any.
- type and number of awards to be given and that are on hand.
- type and amount of items to be purchased to run the event.

Checklists are time savers because you can check off the items you have completed and note any problems you had in doing them. Chances are good that you will be doing more than one event at a time, and these lists can keep you on the right track for each event. They can also be used as information when you prepare the after-action report. This way you will not have to count on your memory.

Now that you have become familiar with the major areas for conducting a tournament, it is time to see what you can do with the following practice exercise.

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PRACTICE EXERCISE 1

1. Read the following publicity release and identify the "5Ws and H."

The coming of Spring will be celebrated by a softball tournament on Saturday, 15 March, starting at 0800 hours on the Ft. Atterbury softball fields. There are openings for twenty teams - each company is limited to no more than two teams. Sign up at the Sports Office or Post Gymnasium not later than 1 March.

2. Determine the final standings for the following teams:

Team	Wins	Losses
A	7	4
B	6	2
C	8	5
D	4	1
E	9	4
F	5	2

(a) based on games won.

(b) based on winning percentage (show the percentage for each team).

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SOLUTIONS TO PRACTICE EXERCISE 1

1. Who - company teams

   What - softball tournament

   When - Saturday, 15 March starting at 0800 hours

   Where -Ft Atterbury softball fields

   Why - to celebrate Spring

   How - the first twenty teams to sign up at Sports Office or Post Gymnasium by 1 March

2. (a) GAMES WON

Standings	Team
1st	E
2nd	C
3rd	A
4th	B
5th	F
6th	D

(b) PERCENTAGE

Team	Percentage
D	.800
B	.750
F	.714
E	.692
A	.636
C	.615

Now that you have examined the areas involved with conducting a tournament, you are ready to do the Self-Evaluation Exercise.

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Exercise 1

The Master Schedule for sporting events for Fiscal Year (FY) 94 indicates that intramural softball will start 2 May and finish with the championship game not later than 27 July.

Your supervisor tells you that games will be played on the Ft. Atterbury softball fields on Mon-Wed-Thur from 1730 to 2000 hours allowing one hour per game with a 15 minute break between games. There will be no games scheduled on 30 May. There will be 5 play dates set aside after league play to be used as make-up days. There will be a double elimination tournament after league play to determine the champion and runner-up. The 1st and 2nd place teams after league play will be seeded in the tournament. There will be one softball field avalable, and only six teams will be allowed to participate.

You are to:

A. outline on paper the basic information (the "5Ws and H") that must be included in the publicity announcement for the league play.

B. arrange the order for awards.

C. state on which night the presentation will be made.

D. state at what time the presentation will be made.

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Exercise 2

A. You have been monitoring the Ft. Atterbury flag football league. The scores for the games played are as follows:

	1st week	2nd week	3rd week	4th week	5th week	
TEAM	1 vs 6	5 vs 1	1 vs 4	3 vs 1	1 vs 2	
Score	21 - 7	28 - 14	14 - 13	18 - 24	14 - 12	Mondays
TEAM	2 vs 5	6 vs 4	5 vs 3	4 vs 2	3 vs 6	
Score	14 - 18	7 - 12	13 - 12	8 - 7	12 - 8	Tuesdays
TEAM	3 vs 4	2 vs 3	6 vs 2	5 vs 6	4 vs 5	
Score	6 - 13	8 - 14	36 - 12	12 - 7	7 - 8	Thursdays

You are told to use a single elimination tournament bracket and seed the first and second place teams. Use a xerographic copy of the tournament bracket on page 20, or draw the bracket on a separate sheet of paper.

B. Assume, that during the middle of the 4th week of play, team #1 dropped out due to an alert, that it was not able to participate in the single elimination tournament, and that the league continued without rearranging the above schedule.

Identify the first and second place teams to be seeded in the single elimination tournament.

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ANSWERS TO SELF-EVALUATION EXERCISE

Exercise 1

A. WHAT - Intramural softball

WHEN - 2 May

WHERE - Ft Atterbury softball fields

WHY - The start of the softball season or Spring brings in the softball season.

WHO - Units

HOW - First six teams to sign up.

B. Order of awards - Second place then first place. The winner is always the last to receive the award according to DA Pam 28-6. Also, people will not walk out before the other teams get recognized for their achievements and receive their awards.

C. Date of presentation - The night of the championship game.

D. Time of presentation - Immediately after the championship or as soon as possible before it gets too far into the celebration.

Exercise 2

A.

The seeds and the byes are placed at opposite ends of the bracket. Refer to this section in the lesson book if you are not sure of proper placement.

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Did you determine the teams' win/loss records and the league standings?

Win/Loss Records		
Team	Won	Loss
1	4	1
2	0	5
3	2	3
4	3	2
5	5	0
6	1	4

League Standings	
Standings	Team
1st	5
2nd	1
3rd	4
4th	3
5th	6
6th	2

B. ANSWER Seed #1 - Team 5 (no change)
Seed #2 - Team 4 (since Team 1 could no longer compete)

Placing a BYE in the schedule for team #1 would continue the league schedule without having to rearrange the pairings. Remember, that Byes can be used in such situations when it is too far into league play to remake the schedule. You may have to determine percentages to come up with the standings. Every team may not have played the same number of games.

Did you refigure the teams' win/loss records and the new league standings?

Win/Loss Records			
Team	Won	Loss	
1	3	1	(OUT)
2	0	4	
3	2	3	
4	3	2	
5	5	0	
6	1	4	

League Standings	
Standings	Team
1st	5
2nd	4
3rd	3
4th	6
5th	2

You would not enter Team #1 because it could not continue league play or participate in the tournament.

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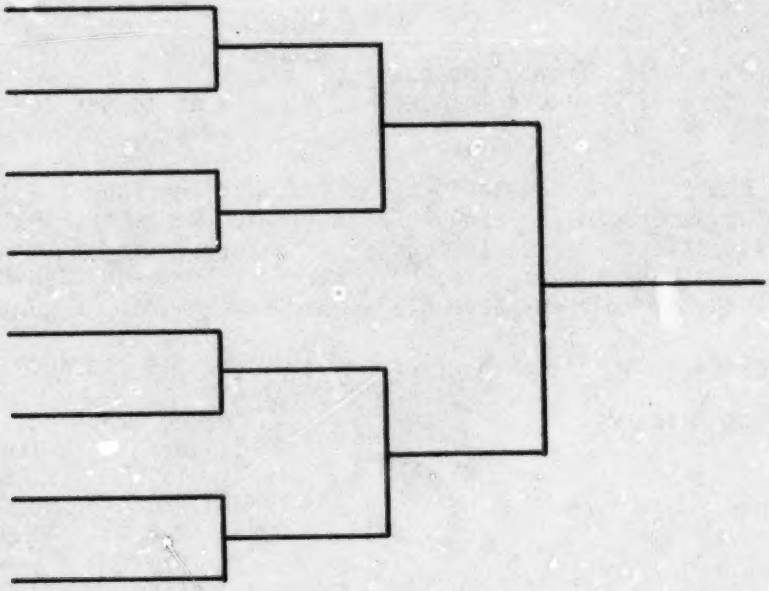
TEC LESSON

BRACKET FOR SELF-EVALUATION AND
PRETEST/POSTTEST



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Each part of an answer has a value of 1 point. To pass the test, you must score at least 6 points in Situation 1 and 4 points in Situation 2. Award points as indicated by the number in parentheses, i.e., (1).

Situation 1

TOTAL POINTS = 8

A. What - Unit level intramural volleyball. (1)

When - 6 Dec to 22 Dec starting at 1730 hours. (1)

Why - It is the volleyball season (or any good reason). (1)

Who - All units. (1)

How - The first six teams to sign up. (1)

B. Order of awards - 2nd place then 1st place. (1)

C. Date of presentation - On the night of the championship game. (1)
(The exact time is not necessary.)

Situation 2

TOTAL POINTS = 5

A. #1 seed (Team 3) gets a bye and is placed on the top bracket. (1)

#2 seed (Team 6) gets a bye and is placed on the bottom bracket. (1)

Use an eight contestant bracket. (1) See bracket on next page.

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8. Seed #1 - Team 6 (1)
   Seed #2 - Team 5 (1)

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